

Immigrant (IR, F and E) Visa Applicants Appointment Packet



Embassy of the United States of America **Consular Section - Immigrant Visa Unit** **Manila, Philippines**

I. APPLICATION DOCUMENTS

Immigrant visa applicants should have all the following documents ready to submit at the time of their visa interview. Your application will be refused if you fail to bring any of the required documents:

- 1. Passport.** The passport must be valid for at least six (6) months.
- 2. DS-230 - Application for Immigrant Visa and Alien Registration, Parts I & II** (enclosed). Complete one copy for each intending immigrant, regardless of age.
- 3. Birth Certificates.** Copies must be issued by the National Statistics Office (NSO) and printed on NSO security paper. Copies are needed for principal applicants, derivative family members and petitioners who were born in the Philippines.
- 4. Marriage Certificates** (if applicable). For Philippine marriages, copies must be issued by the National Statistics Office (NSO) and printed on NSO security paper.
- 5. Proof of Termination of a Prior Marriage.** As applicable, you must submit a copy of the annulment decree, the spouse's death certificate issued by the National Statistics Office (NSO) and printed on NSO security paper, foreign divorce decree, or foreign death certificate.
- 6. Certificate of No Marriage Record (CENOMAR)** (if you are at least 18 years old and never married). The CENOMAR (Singleness) must be issued by the National Statistics Office (NSO) and printed on NSO security paper.
- 7. Evidence of Financial Support:**
 - **Form I-864 Affidavit of Support** for visa applicants in the IR, F and certain E visa categories. The sponsor is required to submit with their Form I-864 a certified copy of the most recent U.S. Federal income tax return (Form 1040) and wage statements (Form W-2s).
 - **Form I-134 Affidavit of Support** for a returning resident (SB-1) and follow-to-join employment (E) applicants. The sponsor is required to submit with their Form I-134 the U.S. Federal income tax return (Form 1040) and wage statements (Form W-2s) for the most recent taxable year.
 - **Confirmation of job offer and salary** for employment-based applicants should be issued less than one year prior to visa application and must be notarized.

NOTE: The consular officer will determine if additional financial documentation is required as the case is processed.

8. NBI Clearance. Applicants aged 16 and older must have a valid Record Clearance for Travel Abroad Purposes from the National Bureau of Investigation (NBI). An official NBI letter of explanation is required for any notations of “*No Criminal Record*,” “*No Criminal Conviction*,” “*No Pending Criminal Case*,” or “*With Derogatory Record*.” For immigration purposes, an NBI clearance is considered valid only for a year.

9. Police Certificates. A police certificate is required from any country in which the applicant lived for more than one year after age 16. Information on police certificate availability by country can be found at this web site: <http://travel.state.gov/visa/reciprocity/index.htm>.

10. Visa Photos. Each applicant must bring colored photographs printed according to given specifications (see attached guide). The specifications should be strictly observed. The applicant’s name should be written at the back.

11. Supporting Evidence of Identity and/or Relationship. Applicants should be prepared to submit documents that further establish their identity and/or their relationship with the petitioner or the principal applicant. Personal photographs with the petitioner taken over a period of time, personal correspondence, home telephone records, financial records, proof of joint property ownership and/or joint financial obligations, original baptismal records, medical records and adoption decrees will be requested by the consular officer in most cases.

- ❖ *Any document not in English must be accompanied by an English translation. A competent translator must certify the translations.*
- ❖ *A consular officer may wish to examine original documents. Please present the originals and bring duplicate copies of documents you would like returned to you after the interview.*
- ❖ *A consular officer may require additional documentation to adjudicate your application.*

II. APPLICATION FEES

Immigrant visa application fees total US\$380. Fees may be paid either in cash, traveler’s check, U.S. Postal Money Order, or major credit cards at the Embassy’s Consular Cashier if these have not been paid to the National Visa Center (NVC) in the U.S. Payments at the Embassy may be in Philippine Pesos at the prevailing Embassy exchange rate. Each applicant, regardless of age, will require a separate fee payment. Fees are non-refundable for applications submitted and processed.

III. VALIDITY OF A VISA APPLICATION

Section 203(g) of the Immigration and Nationality Act (INA), as amended, requires that intending immigrants pursue their visa applications within one year from the date they are notified to start the application process. The appointment letter that comes with this packet serves as the official notice. You should now apply for an immigrant visa. If you fail to apply within a year, your immigrant visa registration and the visa petition filed for you will be cancelled. Documentation requested by a consular officer during the visa interview should be submitted within one year or the application will be terminated.

Embassy personnel will do their best to process your visa application as quickly as possible on the day of your visa interview. Nevertheless, the process usually takes several hours. You may have to spend most of the day at the Embassy before a decision is reached regarding your application. If unexpected complications arise, you may be asked to return to the Embassy at another time.

DO NOT FINALIZE ARRANGEMENTS FOR TRAVEL TO THE UNITED STATES, DISPOSE OF PROPERTY, OR RESIGN FROM YOUR JOB UNTIL A VISA HAS BEEN ISSUED AND DELIVERED TO YOU. Generally, an immigrant visa is valid for six months from the date of issuance, unless its validity is limited by medical or other restrictions.

Enclosures

- ☐ DS-230 Forms (Application for Immigrant Visa and Alien Registration (Parts I & II))
- ☐ Medical Examination Instructions
- ☐ Vaccination Requirements
- ☐ Visa Photo Specifications
- ☐ Notice to parents
- ☐ Useful Immigrant Visa Information

If you have further inquiries about the visa application process, you may contact the Embassy's Visa Call Center at 1-909-101-7878 (PLDT and Smart). Callers in the USA can contact the Call Center at 1-888-877-9888. The Call Center is open Monday through Friday, from 8:00 a.m. to 6:00 p.m. (Manila time). There is a fee assessed to callers by the Call Center for its services.

Visit our web site: <http://philippines.usembassy.gov>



**Embassy of the United States of America
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**MEDICAL EXAMINATION INSTRUCTIONS FOR IMMIGRANT,
“K” AND “V” VISA APPLICANTS**

Under U.S. immigration law, **ALL** applicants for immigrant, “K,” and “V” visas are required to undergo and complete a medical examination, regardless of age. The medical examination findings by a panel physician are binding on the consular officer and used to determine eligibility to receive a visa.

St. Luke’s Medical Center Extension Clinic (SLMCEC) is the Embassy’s accredited medical facility. It is located at 1177 J. Bocobo St., Ermita, Manila. The telephone numbers are 521-0020 and 521-8647, and it is open for business Monday through Friday (except on Philippine holidays), from 7:30 a.m.-11:30 a.m. and from 1:00 p.m.-4:30 p.m. When you go to SLMCEC for medical examination, you must bring your interview appointment letter, passport, and one photo (size: 2” x 2”).

It is important that you must have completed your medical examination when you come to the Embassy for your visa interview. Otherwise, your visa application will be refused or you may be asked to return for another appointment. The medical examination results are delivered directly to the Embassy.

I. First-Come, First-Served

Applicants are examined on a first-come, first-served basis. Medical examinations may take more than one day to complete. Female applicants may request a female doctor to perform the examination. Unless it is necessary, do not bring companions due to space limitation at the clinic.

II. Fees

The medical examination fee is US\$95 for adults (15 years of age or older) and US\$67 for children (14 years of age or younger). Repeat X-rays will cost US\$7 each. Fees must be paid in their Philippine peso equivalent at the prevailing U.S. Embassy exchange rate.

III. X-Rays

A chest X-ray is not required for children below 15 years old, unless symptoms of tuberculosis (TB) exist, there is a history of TB, or there has been possible exposure of TB with a known case such as contact with a family or household member with TB.

Chest X-rays for pregnant women are not dangerous if taken with the proper shielding. U.S. Public Health Service (USPHS)/Centers for Disease Control (CDC) has approved an exception to the chest X-ray requirement for pregnant women if they do not want to take it. However, pregnant women visa applicants are advised to obtain a tuberculin skin test and any necessary follow-up at the local health department after arriving in the United States.

Applicants who have previous chest X-rays must bring the results with them to SLMCEC for comparative analysis.

IV. Human Immunodeficiency Virus (HIV) Test

HIV infection, which may lead to Acquired Immune Deficiency Syndrome (AIDS), is a communicable disease of public health significance. **ALL** applicants 15 years of age or older must be tested for evidence of HIV infection. Those under the age of 15 may be tested if there is reason to suspect HIV infection (for example a child whose natural parent is HIV-positive).

V. Divulgence of Contents of Medical Exam Reports

Visa records, including medical exam reports in support of a visa application, are confidential under the law and are generally **NOT** releasable. Consular officers may not divulge the particulars of an applicant’s physical or mental health.



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VACCINATION REQUIREMENTS FOR IMMIGRANT VISA APPLICANTS

U.S. immigration law requires that **ALL** immigrant visa applicants be vaccinated against certain vaccine-preventable diseases before they can be admitted to the United States for permanent residence.

Vaccinations currently required are as follows:

- Mumps
- Measles
- Rubella
- Polio
- Tetanus and diphtheria toxoids
- Pertussis
- Influenza Type B
- Hepatitis Type B
- Varicella
- Pneumococcal

Bring Your Vaccination Records For The Panel Physician's Review

You should bring records to show that you have already received vaccination against certain vaccine-preventable diseases. The panel physician will review the vaccination records and will determine if you meet the vaccination requirement. Only the panel physician can determine which vaccinations are medically appropriate. This could mean that you may be required to repeat doses of vaccines that you have already received. Administering a second dose, however, will not endanger your health.

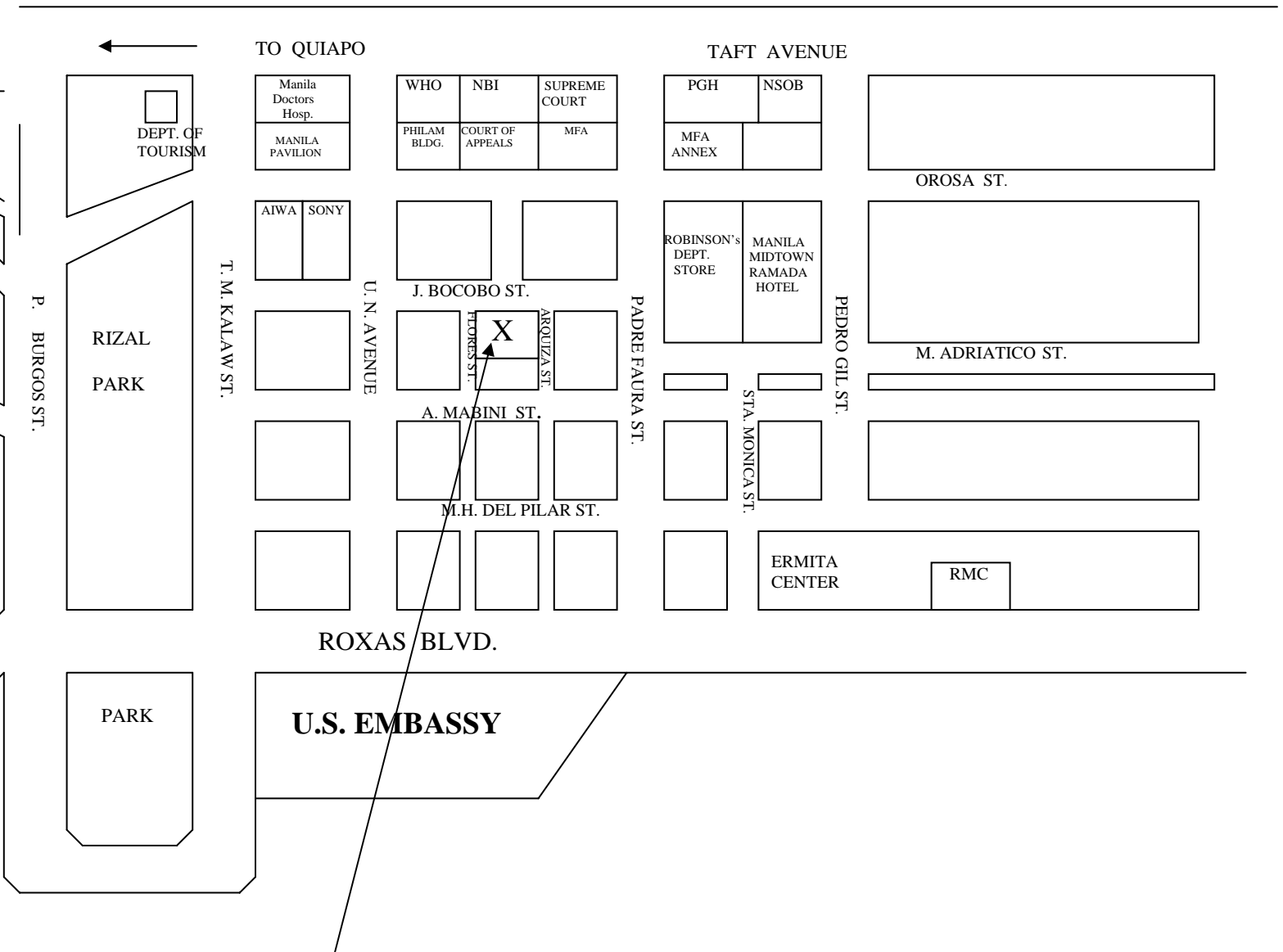
Vaccination Requirement Waiver

Upon the panel physician's recommendation, a consular officer may authorize a waiver if it is determined that a required vaccination is medically inappropriate because of your age, health condition or medical history.

The U.S. Citizenship and Immigration Services (USCIS) may also authorize a waiver if you can establish that compliance with the vaccination requirements would be contrary to your religious beliefs or moral convictions.



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St. Luke's Medical Center Extension Clinic (SLMCEC)
1177 J. Bocobo Street, Ermita
1000 Manila
Phone numbers: 521-86-47
521-00-20



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Photograph Requirements For Immigrant and "K" Visa Applicants

One (1) photograph for each immigrant visa applicant and two (2) photographs for each "K" nonimmigrant visa applicant are required. The following guidelines should be considered to produce high quality photographs for U.S. visas:

- ❖ Photos must be in color, glossy and have only a white or off-white background.
- ❖ Subject must be shown in full frontal view, full face and eyes open. Center head within frame (see Figure 1 below). Make sure photo presents full head from top of hair to bottom of chin. Dimension of the facial image or height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm). Eye level must be between 1-1/8 inches and 1-3/8 inches (28 mm and 35 mm) from bottom of photo.
- ❖ Face and background should be uniformly illuminated so that there are no distracting shadows. Fine facial features should be discernible. Encourage subject to have a natural expression.
- ❖ Include headpieces if worn daily for religious purposes. Headpieces should not obscure or cast shadows on the eyes or any other part of the face. A photo of a person wearing a traditional facemask or veil, which conceals portions of the face and does not permit adequate identification is not acceptable.
- ❖ Eyeglasses should be worn if normally used by subject. Sunglasses or other eyewear are not acceptable unless required for medical reasons (an eye patch, for example).
- ❖ The size of the photo should be 2 inches by 2 inches (50 mm x 50 mm).
- ❖ The image must be sharp and the photo must be correctly exposed. It must be devoid of stains, rips or any discoloration. Digitally printed photos should be produced without discernible pixels or dot patterns.
- ❖ Photos are required for all applicants regardless of age.

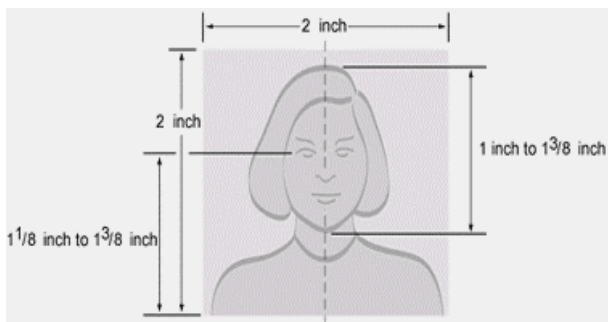


Figure 1. Head Position & Placement



Examples of Well-Composed Visa Photos

For additional information, you may visit: <http://travel.state.gov/passport/pptphotos/index.html>



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NOTICE TO PARENTS

U.S immigration law has very clear and specific provisions regarding who qualifies for immigration benefits. If you are attempting to bring someone who is not your child* by birth, the following conditions must be met for that child to be eligible for an immigrant visa.

- ❖ The child must have been adopted under the age of 16 (or be the sibling of a child who was adopted by the same parents while under the age of 18). The adoption must both be legal and final. Merely raising the child since birth or taking in a child for humanitarian purposes does not constitute an adoption. For immigration purposes, the adoption must create a legally-binding parent-child relationship or confer upon the child the same rights as a child born to the adoptive parents (i.e., inheritance). For the Philippines, that means the child must have been legally adopted pursuant to a favorable judgement rendered by the appropriate regional trial court having jurisdiction over the matter.
- ❖ The child must have been in legal custody of the adopting parent(s) for two years. “*Legal custody*” means the assumption of responsibility by an adult over a minor under the law of the state and under the order or approval of a court of law or an appropriate government entity. This means that a legal process involving the courts or a recognized government entity take place to award custody of the child to the parents. The date an adopting parent is granted legal custody of the child may be counted toward fulfilling the two-year legal custody requirement under U.S. Immigration law. Otherwise, the date the adoption is finalized shall be considered the start of legal custody. An informal custodial or guardianship document, such as a sworn affidavit signed before a notary public, is insufficient for this purpose.
- ❖ The child must have resided with the adoptive parent(s) for at least two years, during which they exercised primary parental control. Evidence must be presented to establish that the adoptive child and the adoptive parent(s) have a parent-child relationship even during periods while residing apart from each other.
- ❖ The child will be processed in much the same way as any other immigrant visa applicant and must therefore satisfy all the basic requirements to be eligible for an immigrant visa. In addition to the primary documentary requirements, the child’s immigrant visa application must be supported by the following:
 - A certified copy of the adoption decree
 - A certified copy of the Certificate of Finality of the adoption
 - A certified copy of the child’s original birth certificate before the adoption, issued by the National Statistics Office
 - A certified copy of the child’s birth certificate amended after the adoption, issued by the National Statistics Office
 - The legal custody decree (if custody was awarded before the adoption)
 - Evidence that the child resided with the adoptive parents for at least two years, during which they exercised primary parental control
 - If the child was adopted at aged 16 or 17 years, evidence that the child was adopted together with, or subsequent to the adoption of a natural sibling under age 16 by the same adoptive parent(s)

Visa fraud is a very serious offense. Attempts to misrepresent a material fact or mislead a consular officer may jeopardize current and future visa applications of all family members.

* Visa applications of children who fall under the IR3 and IR4 visa categories (orphan petitions) are reviewed with a different set of requirements.



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Instructions For Employment-Based Immigrant Visa
Applicants Whose Labor Certifications Were Approved
On The Basis Of An Offer Of Employment

- If your labor certification was approved on the basis of an offer of employment, you must obtain from your prospective employer in the United States a notarized written statement confirming that the employment originally offered remains available to you.
- The notarized statement should be on the stationery of the employer's business organization and it must have been executed less than one year prior to your visa application.
- An original copy of this statement should be presented to the consular officer at the time of your visa interview.
- If the employer no longer intends to employ you, contact the Embassy immediately for instructions on how to proceed with your application.
- You should inform the Embassy immediately of a material change in plans, for example, a change of employer or type of work to be performed. You should also notify us if the petitioning employer: (a) has been bought out by, or merged into, another corporation, (b) has experienced a major organizational change, or (c) has changed its name.
- On the date of your visa interview, you will be required to sign a statement before a consular officer that you intend to proceed to the specific employment promptly after your arrival in the United States.
- You should send a copy of this notice/instructions to your petitioning employer in the United States.



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USEFUL IMMIGRANT VISA INFORMATION

IMMIGRANT VISA CALL CENTER

Applicants may call the Immigrant Visa Information Call Center at **1-909-101-7878** (PLDT and SMART) to inquire about immigrant and “K” visa application requirements and procedures.

Call Center customer service representatives are able to provide basic information regarding the status on file with the Embassy. They are unable to provide advice or make determinations about legal aspects of cases.

Call Center services are available Monday through Friday, 8:00 a.m. - 6 p.m. There is a fee assessed to callers by the Call Center for its services.

COURIER DELIVERY OF ISSUED IMMIGRANT VISA

The Immigrant Visa Unit uses a guaranteed courier service to deliver issued visas. Applicants may pay for this service and need not return to the Embassy to pick up their visas. Visas are delivered directly to the applicant's designated address.

INCOME TAX RETURN REQUIREMENT

The sponsor is required to submit with the Form I-864 Affidavit of Support only one (1) year's tax return (Form 1040) and wage statement (Form W-2), current as of the date the submitted I-864 was notarized. This is a change from the previous requirement of submitting tax returns from the three (3) most recent years.

The signed and notarized I-864 Affidavit of Support must be an original copy. Faxed copies of Form 1040 and Form W-2 are acceptable. If a tax return was not filed, the sponsor must provide a written explanation for this.

IR, F and E LINKS: (Downloadable Forms)

1. DS-230 (Application For Immigrant Visa And Alien Registration)

<http://foia.state.gov/FORMS/visa/ds0230.pdf>

2. I-864 (Affidavit of Support Package)

<http://uscis.gov/graphics/formsfee/forms/I-864pkg.htm>

3. I-134 (Affidavit of Support)

<http://uscis.gov/graphics/formsfee/forms/I-134.htm>